



Staff Services Analyst (SSA) TRANSFER EXAM ANNOUNCEMENT

WHO SHOULD APPLY: This is a transfer examination for the Department of Corrections and Rehabilitation (CDCR). Competition is limited to employees of CDCR who meet the requirements to laterally transfer to the SSA classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer.

HOW TO APPLY: You must complete the SSA Transfer Exam Request Form. Do **not** submit a Standard State Application (form Std 678). If you are interested in positions with an adult institution or juvenile facility (listing attached), Headquarters Office (e.g., Sacramento, Galt, CTC, DAPO, etc.) or the California Prison Health Care System, you may file or deliver in-person the completed SSA Transfer Exam Request Form to **one** of the following locations:

Institution/Facility Personnel Office
(See Attached Listing)

Office of Selection Services
1515 S Street, Room 522-N
Sacramento CA 95811-7243

Plata Personnel Services
P.O. Box 942883
Sacramento CA 94283-0001

FILING PERIOD: Applications will be accepted continuously.

TESTING PERIOD: Unsuccessful candidates must wait six months before they can test again.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the SSA Transfer Exam Request Form. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: Written tests will be scheduled in locations throughout the State as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than five working days before their scheduled date.

SALARY RANGES: As of: November 1, 2007

Range A: \$2,817.00 - \$3,426.00 per month

This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3,050.00 - \$3,708.00 per month

This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.

Range C: \$3,658.00 - \$4,446.00 per month

This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

REQUIREMENTS FOR ADMITTANCE TO THE SSA TRANSFER EXAMINATION: Appropriateness of lateral transfer into the SSA class will be determined upon receipt of the completed SSA Transfer Exam Request Form.

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam will have indefinite eligibility.

WRITTEN TEST SCOPE:

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

QUESTIONS: Questions regarding the SSA Transfer Exam policy can be addressed to ExamHelpDesk@cdcr.ca.gov. To ensure a timely response, please enter "SSA Transfer Exam" as the subject.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

ADULT INSTITUTION LISTING

AVENAL STATE PRISON
P.O. BOX 8
#1 Kings Way
Avenal, CA 93204
(559) 386-0587 EXT. 5082
TDD: (800) 735-2922

CALIFORNIA CORRECTIONAL CENTER
P.O. BOX 790
711-045 Center Road
Susanville, CA 96127-0001
(530) 257-2181 EXT. 4397
(800) 735-2922
TDD: (800) 735-2922
(PLEASE NOTE: HIGH DESERT STATE PRISON ADMINISTERS DELEGATED EXAMINATIONS FOR CALIFORNIA CORRECTIONAL CENTER)

CALIFORNIA CORRECTIONAL INSTITUTION
P.O. BOX 1031
24900 Highway 202
Tehachapi, CA 93581
(661) 822-4402 EXT. 4223
TDD: (800) 735-2922

CALIFORNIA INSTITUTION FOR MEN
P.O. BOX 128
14901 Central Avenue
Chino, CA 91710
(909) 597-1821 EXT. 4440
TDD: (800) 735-2922

CALIFORNIA INSTITUTION FOR WOMEN
P.O. Box 6000
Corona, CA 92878-6000
16756 Chino-Corona Road
Corona, CA 92880-9508
(909) 597-1771 EXT. 5530
TDD: (800) 735-2922

CALIFORNIA MEDICAL FACILITY
P.O. Box 2000
1600 California Drive
Vacaville, CA 95696-2000
(707) 453-7082
TDD: (800) 735-2922

CALIFORNIA MEN'S COLONY
P.O. Box 8101
Highway 1
San Luis Obispo, CA 93409-8101
(805) 547-7900 EXT. 7943
TDD: (800) 735-2922

CALIFORNIA REHABILITATION CENTER
P.O. BOX 1841
5th and Western
Norco, CA 92860
(951) 273-2945
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, LOS ANGELES COUNTY
Attn: Personnel Office
44750 60th Street West
Lancaster, CA 93536-7620
(661) 729-2000 EXT. 5229
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SACRAMENTO
P.O. BOX 290010
Represa, CA 95671-0010
(916) 985-8610 EXT. 5336
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SAN QUENTIN
San Quentin, CA 94964-1086
(415) 454-1460 EXT. 5021
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SOLANO
P.O. BOX 4000
2100 Peabody Road
Vacaville, CA 95696-4000
(707) 451-0182 EXT. 5557
TDD: (800) 735-2922

CALIPATRIA STATE PRISON
P.O. BOX 5001
7018 Blair Road
Calipatria, CA 92233
(760) 348-7000 EXT. 5229
TDD: (800) 735-2922

CENTINELA STATE PRISON
P.O. BOX 731
2302 Brown Road
Imperial, CA 92251
(760) 337-7900 EXT. 5218
TDD: (800) 735-2922

CENTRAL CALIFORNIA WOMEN'S FACILITY
P.O. BOX 1501
23370 Road 22
Chowchilla, CA 93610-1501
(559) 665-5531 EXT. 5041
TDD: (800) 735-2922

CHUCKAWALLA VALLEY STATE PRISON
P.O. BOX 2289
Blythe, CA 92226
19025 Wiley's Well Road
Blythe, CA 92225
(760) 922-5300 EXT. 5202
TDD: (800) 735-2922

DEUEL VOCATIONAL INSTITUTION
P.O. BOX 400
23500 Kasson Road
Tracy, CA 95378-0400
(209) 835-4141 EXT. 5635
TDD: (800) 735-2922

FOLSOM STATE PRISON
P.O. BOX 71
300 Prison Road
Represa, CA 95671
(916) 985-2561 EXT. 4785
TDD: (800) 735-2922

HIGH DESERT STATE PRISON
P.O. BOX 270220
Susanville, CA 96127-0220
475-750 Rice Canyon Road
Susanville, CA 96130
(530) 251-5100 EXT. 5634
TDD: (800) 735-2922
(PLEASE NOTE: THIS INSTITUTION ADMINISTERS DELEGATED EXAMINATIONS FOR CALIFORNIA CORRECTIONAL CENTER)

IRONWOOD STATE PRISON
P.O. Box 2229
19005 Wiley's Well Road
Blythe, CA 92226
(760) 921-3000 EXT. 5403
TDD: (800) 735-2922

KERN VALLEY STATE PRISON
P.O. Box 1810
3000 West Cecil Avenue
Delano, CA 93216
(661) 721-6300 EXT. 5606
TDD: (800) 735-2922

MULE CREEK STATE PRISON
P.O. Box 409099
4001 Highway 104
Ione, CA 95640
(209) 274-4911 EXT. 5261
TDD: (800) 735-2922

NORTH KERN STATE PRISON
P.O. Box 5007
2737 West Cecil Avenue
Delano, CA 93216-5007
(661) 721-2345 EXT. 5325
TDD: (800) 735-2922

PELICAN BAY STATE PRISON
P.O. BOX 7200
5905 Lake Earl Drive
Crescent City, CA 95532-7200
(707) 465-9028
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, CORCORAN
P.O. BOX 8800
4001 King Avenue
Corcoran, CA 93212-8309
(559) 992-8800 EXT. 5009
TDD: (800) 735-2922

RICHARD J. DONOVAN CORRECTIONAL
FACILITY
480 Alta Road
San Diego, CA 92179
(619) 661-7868
TDD: (800) 735-2922

SUBSTANCE ABUSE TREATMENT FACILITY
& STATE PRISON at CORCORAN
P.O. BOX 7100
900 Quebec Avenue
Corcoran, CA 93212-7100
(559) 992-7100 EXT. 5646
TDD: (800) 735-2922

CORRECTIONAL TRAINING FACILITY
P.O. BOX 686
Highway 101 North
Soledad, CA 93960-0686
(831) 678-3951 EXT. 4570
TDD: (800) 735-2922

SALINAS VALLEY STATE PRISON
P.O. BOX 1020
31625 Highway 101
Soledad, CA 93960
(831) 678-5500 EXT. 5584
TDD: (800) 735-2922

VALLEY STATE PRISON FOR WOMEN
P.O. BOX 99
21633 Avenue 24
Chowchilla, CA 93610-0099
(559) 665-6100 EXT. 5603
TDD: (800) 735-2922

PLEASANT VALLEY STATE PRISON
P.O. BOX 8500
24863 West Jayne Avenue
Coalinga, CA 93210-1135
(559) 935-4966
TDD: (800) 735-2922

SIERRA CONSERVATION CENTER
P.O. BOX 497
5100 O'Byrnes Ferry Road
Jamestown, CA 95327
(209) 984-5291 EXT. 5137
TDD: (800) 735-2922

WASCO STATE PRISON
RECEPTION CENTER
P.O. BOX 8800
701 Scofield Avenue
Wasco, CA 93280-8800
(661) 758-8400 EXT. 5192
TDD: (800) 735-2922

JUVENILE FACILITY LISTING

HEMAN G STARK YOUTH CORRECTIONAL
FACILITY
15180 Euclid Avenue
Chino, CA 91710
(900) 606-5023

N.A CHADERIJAN YOUTH CORRECTIONAL
FACILITY
P.O Box 213014
Stockton, CA 95213-9014
(209) 944-6181

NOTHERN CALIFORNIA YOUTH
CORRECTIONAL FACILITY
P.O. Box 213004
Stockton, CA 95213-9004
(209) 944-6181

O.H CLOSE YOUTH CORRECTIONAL
FACILITY
P.O Box 213001
Stockton, CA 95213-9001
(209) 944-6181

PRESTON YOUTH
CORRECTIONAL FACILITY
201 Waterman
Ione, CA 95640
(209) 274-8283

SOUTHERN YOUTH CORRECTIONAL
RECEPTION CENTER AND CLINIC
13200 South Bloomfield
Norwalk, CA 90650
(562) 868-9979 EXT. 2381

VENTURA YOUTH CORRECTIONAL
FACILITY
3100 Wright RD
Camarillo, CA 93010
(805) 278-3724

REQUEST FOR TRANSFER EXAM STAFF SERVICES ANALYST (GENERAL)

| | | | |
|--------------------------|----------|---------|------------------------|
| NAME (Last) | (First) | (M.I.) | SOCIAL SECURITY NUMBER |
| MAILING ADDRESS (Number) | | | WORK TELEPHONE NUMBER |
| (Street) | | | () |
| (City) | (County) | (State) | HOME TELEPHONE NUMBER |
| (Zip Code) | | | () |

ANSWER THE FOLLOWING QUESTIONS:

1. Are you now employed by the Department of Corrections and Rehabilitation? ☐ YES ☐ NO
2. Are you now employed by the California Prison Health Care System? ☐ YES ☐ NO

Current Work Location: _____

3. Do you need reasonable accommodation to take a written test?
(If "Yes", you will be notified to make special arrangements) ☐ YES ☐ NO

QUALIFICATION FOR LATERAL TRANSFER: Consideration for lateral transfer is based on the last appointment by certification or Board action.

APPLICANTS--DO NOT USE THE SPACE BELOW--FOR HUMAN RESOURCES USE ONLY

| PERSONNEL | | SELECTION | |
|---|--|---|--|
| Highest A01, A20, A21, A22 Classification | | Date Scheduled | |
| Appt. Date | | Date Notified | |
| Tenure | | Date Tested | |
| Time Base | | Score | |
| <input type="checkbox"/> ACCEPTED <input type="checkbox"/> DENIED | | <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED | |
| | | Date Score Entered | |
| | | Date Results Sent | |
| Verified By | | Scored By | |
| Signature | | Signature | |

Privacy Statement

This information is requested by the Department of Corrections and Rehabilitation's, Office of Selection Services and Office of Personnel Services per State Personnel Board Rule 174. Disclosure of Social Security Number is required to verify civil service eligibility for transfer exam.